
STATE OF INDIANA

BETH HENKEL
COMMISSIONER
DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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MEMORANDUM

To: All County Assessors and Auditors

From: Beth Henkel, Commissioner

Re: Transmission to Reassessment Data to the Department

Date: July 21, 2003

Our sincere congratulations to the 13 counties that have completed reassessment. Several more are in the works. A total of 54 counties are nearly done, as they have submitted equalization studies or have had these studies approved.

The Department must gather data from the counties that have billed as soon as possible in order to analyze the results of this reassessment. We know that county officials are in the midst of handling appeals and a myriad of other duties as they finally turn to the 2003 budget cycle. We need your assistance, however, in this important project so that we may provide needed information to policymakers and to local government going forward.

In October 2002, we reminded you of the responsibilities under state law to provide data in the form that the Department and Legislative Services Administration required. We also recognized that no county had completed the reassessment at that time. Since that time, we have been working with the computer software companies that counties use in order to formulate the data transmission file structure in a format that is less confusing and more manageable than the critical field lists.

In conjunction with the Indiana Fiscal Policy Institute, LSA, Crowe Chizek, and some of the counties' software vendors, we have developed a data transmission file structure that will provide all of the data required and transmit that data to the state in the most efficient manner. While the Department recognizes that vendors and in-house experts will be required to do some programming to accommodate this file structure, providing the data in this form will save much time in the completion of the analysis of the reassessment. In addition, once this programming is completed it will provide a standard for future annual data transmissions required under IC 6-1.1-4-8 and Public Law 198-2001 (HEA 1499). Please notify your contractors or in-house experts regarding these requirements. Attached to this letter is a file structure that satisfies these requirements and a letter from the Department's consultant, Crowe Chizek, stating specifically how and where to send required data.

Thank you to the counties that have already provided data in other formats or in data dumps. It may be that LSA or we will still contact you for some additional information, but, going forward, we think that the data transmission file structure will be the norm. If there are questions or concerns about the file structures, please contact Nancy Stassen, Operations Director, 317-232-3759, or Beth Henkel at 317-232-3766.

Data Format Instructions

- 1 Each file should have a header record and a trailer record.
- 2 All fields should be fixed length.
- 3 Left justify all alphanumeric fields.
- 4 All numeric fields should have leading zeros.
- 5 Assume no decimal precision for all numeric fields without format clarification.
- 6 All decimal precision should be implied. For example, for format 3.2, send 12345
- 7 Yes/No fields should have 'Y' or 'N.'
- 8 All date fields should be in mm/dd/yyyy format.
- 9 All fields which reference a Code List should contain a value from the lists provided in the 50 IAC, Article 12 Computer Standards.
- 10 Place a negative sign "-" at the far left of the field for all negative numbers.
- 11 Note all format requests specified at the field level.
- 12 Parcel Number and GIS Parcel Number should not include "-" or "."
- 13 When capturing data other than values specified in the code lists, please send the most appropriate item included in the code list.

Submission Instructions

- 1 The submission should include data for the entire county.
- 2 Files may be submitted on CD-Rom or zipped and emailed.
Note: If a county chooses to export each township separately, please submit each township within its own subdirectory.
- 3 A completed Empty Fields Communication must be included with the submission. This document provides the receiver with information regarding fields that were unable to be populated at the time of the export.
- 4 Send CD-Rom and Empty Fields Communication to: **OR** Email to

Legislative Services Agency
Office of Fiscal and Management Analysis
200 W. Washington St., Suite 301
Indianapolis IN 46204
Attention: Diane Powers

DPOWERS@IGA.STATE.IN.US
- 5 The state will validate that your data submission meets the defined file structure format. In the event that your data submission does not meet the required standards, you will be notified of non-compliance issues and asked to resubmit your data.

Property Tax File Structures

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HEADER RECORD (the first record in each file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Filename	1	18	18	A	Filename (eg "Filename: PARCEL", or "Filename: IMPROVE")	v1.6 - Changed format to request field description. v1.8 - Changed length to 18; Changed 'File ID' to 'Filename'
County Number	19	35	17	A	Constant value (eg "County Number: 23")	v1.6 - Changed format to request field description.
County Description	36	75	40	A	Constant value (eg "County Description: LAKE COUNTY")	v1.6 - Changed format to request field description.
Location Cost Multiplier	76	84	9	A	Constant value (eg "LCM: 1.01")	v1.2 - Added Location Cost Multiplier v1.6 - Changed format to request field description.
File Format ID	85	105	21	A	Constant value of "File Format ID: 2003A This communicates the version of the structure used to create the data.	v1.6 - Changed format to request field description. v1.8 - Added comment.
County Contact Name	106	145	40	A	Constant value (eg "County Contact Name: Robert Smith")	v1.6 - Changed format to request field description.
County Contact Phone	146	185	40	A	Constant value (eg "County Contact Phone: 219-555-5555")	v1.6 - Changed format to request field description.
File create date	186	215	30	A	mm/dd/yyyy format (eg "File Create Date: 03/03/2003")	v1.3 - Changed data format, field length, and datatype. v1.6 - Changed format to request field description.
File create time	216	237	22	A	Constant value (eg "File Create Time: 1400")	v1.6 - Changed format to request field description.
Assessment Year	238	258	21	A	Constant value (eg "Assessment Year: 2002")	v1.6 - Changed format to request field description.
Pay Year	259	272	14	A	Constant value (eg "Pay Year: 2003")	v1.6 - Changed format to request field description.
Software Vendor Name	273	312	40	A	Constant value (eg "Software Vendor Name: ABC Vendor")	v1.3 - Changed label from Software Vendor Employed to Software Vendor Name. v1.6 - Changed format to request field description.
Software Package Name and Version	313	372	60	A	Constant value (eg "Software Package Name: ABC Assessor System Version 1.5)	v1.3 - Generalized Field - Removed 'CAMA System' and Removed following record for 'Tax System' v1.6 - Changed format to request field description.

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Software Vendor Phone Number	373	420	48	A	Constant value (eg "Software Vendor Phone Number: 317-555-5555 ")	v1.6 - Changed format to request field description.
Software Vendor Email	421	468	48	A	Constant value (eg "Software Vendor Email: Help@ABCVendor.com ")	v1.6 - Changed format to request field description.
Transmission Description	469	568	100	A	Constant value (eg "Transmission Description: Preliminary Data Submission - Test ")	v1.6 - Changed format to request field description.

REAL PROPERTY PARCEL DATA FILE (one record per parcel) - Filename = PARCEL

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within the county.	v1.3 - Moved order of Parcel Number after County Number to conform to prior exports v1.8 - Added comment.
GIS Parcel Number	26	50	25	A	This is the State Standard Parcel Number	v1.5 - Added GIS Parcel Number. v1.6 - Added comment
State Township Number	51	54	4	A		v1.2 - Added Township Number. v1.6 - Modified length to match Article 12 v1.8 - Changed label.
District Number	55	57	3	A		
State-Assigned District Number	58	60	3	A		v1.7 - Added State-Assigned District Number v1.8 - Changed field length.
Section and Plat	61	68	8	A		v1.8 - Changed field length.
Routing Number	69	93	25	A		v1.8 - Changed field length.
Property Address	94	133	40	A		
Property Address City	134	163	30	A		
Property Address Zip Code	164	173	10	A	Format xxxxx-xxxx	v1.6 - Added format for zip code
Property Class Code	174	176	3	A	Refer to Code List 1	v1.2 - Changed Property Address Class Code to Property Class Code. v1.6 - Added code reference
Legal Description	177	676	500	A		v1.9 - Modified length to accommodate all systems.
Neighborhood Identifier	677	688	12	A		v1.1 - Added Neighborhood Identifier v1.8 - Changed datatype and length.
Neighborhood Factor	689	693	5	N	Format 3.2 eg: 08950; Implied: 089.50	v1.1 - Added Neighborhood Factor v1.9 - Modified Format to support implied decimals
Owner Name	694	773	80	A		
Owner Street Address or PO Box	774	813	40	A		
Owner Address City	814	843	30	A		
Owner Address State	844	845	2	A		

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Owner Address Zip Code	846	855	10	A	Format xxxxx-xxxx	v1.6 - Added format for zip code
Date Transferred to Current Owner	856	865	10	A		
Level (Y/N)	866	866	1	A		
High (Y/N)	867	867	1	A		
Low (Y/N)	868	868	1	A		
Rolling (Y/N)	869	869	1	A		
Swampy (Y/N)	870	870	1	A		
Water (Y/N)	871	871	1	A		v1.3 - Added Water as it was inadvertently omitted from original draft. v1.4 - If system includes an 'All Utilities' field, export should have each individual utility flagged as 'Y'
Sewer (Y/N)	872	872	1	A		v1.4 - If system includes an 'All Utilities' field, export should have each individual utility flagged as 'Y'
Gas (Y/N)	873	873	1	A		v1.4 - If system includes an 'All Utilities' field, export should have each individual utility flagged as 'Y'
Electricity (Y/N)	874	874	1	A		v1.4 - If system includes an 'All Utilities' field, export should have each individual utility flagged as 'Y'
Street or Road Code	875	875	1	A	Refer to Code List 2	v1.6 - Added code reference
Sidewalk (Y/N)	876	876	1	A		
Alley (Y/N)	877	877	1	A		
Neighborhood Type	878	878	1	A	Refer to Code List 3	v1.6 - Added code reference v1.8 - Changed label.
Waterfront Property Type	879	881	3	A		
Zoning	882	886	5	A		v1.8 - Increased field length.
Flood Hazard (Y/N)	887	887	1	A		
Current AV - Total Land	888	899	12	N		v1.4 - Prefer to leave in Critical Fields List at the parcel level
Current AV - Total Improvements	900	911	12	N		v1.4 - Prefer to leave in Critical Fields List at the parcel level
AV - Total Land and Improvements	912	923	12	N		v1.4 - Prefer to leave in Critical Fields List at the parcel level
AV - Commercial Land	924	935	12	N	Should break AV up by Land Type Code. For Commerical/Industrial Land, refer to Code List 6	v1.9 - Added comment to clarify instructions for deriving this value
AV - Commercial Improvements	936	947	12	N	Should break AV up by Improvement Type Code. For Commerical/Industrial Improvements, refer to Code List 21B and 32	v1.9 - Added comment to clarify instructions for deriving this value

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AV - Commercial Land and Improvements	948	959	12	N	Field should contain the sum of Commercial Land and Commercial Improvements broken out by Improvement Type Code and Land Type Code	v1.9 - Added comment to clarify instructions for deriving this value
AV - Residential Land and Lots	960	971	12	N		v1.4 - Prefer to leave in Critical Fields List at the parcel level
AV - Residential Improvements	972	983	12	N		
AV - Residential Land and Improvements	984	995	12	N		
AV - Non-residential Land	996	1007	12	N		
AV - Non-residential Improvements	1008	1019	12	N		
AV - Non-residential Land and Improvements	1020	1031	12	N		
AV - Dwelling	1032	1043	12	N	If multiple dwellings exist, field should contain the total value of all dwellings on the parcel.	v1.8 - Added comment.
AV - Farmland	1044	1055	12	N		
AV - Classified Land	1056	1067	12	N		
AV - Homesite(s)	1068	1079	12	N		
Legally Deeded Acreage	1080	1088	9	N	Format 5.4 eg: 200001000; Implied: 20000.1000	v1.4 - Added back in to critical fields. Originally resided in Land as 'Total Parcel Acreage.' Moved to Parcel level. v1.9 - Modified Format to support implied decimals.
Average AV/Acre	1089	1102	14	N		v1.9 - Modified format. Field should not allow decimals.
Appraisal Date	1103	1112	10	A	Format mm/dd/yyyy	v1.3 - Added format. Changed datatype from N to A.
Reason for Change Code	1113	1114	2	A	Refer to Code List 5.	v1.8 - Added comment.
Prior AV - Total Land	1115	1126	12	N	This field should contain the assessed value at last tax lean date. The value prior to it being reassessed.	v1.3 - Moved Prior Assessed Value file into the Real Property Parcel Data file v1.8 - Added comment. v1.9 - Modified comment.
Prior AV - Total Improvements	1127	1138	12	N	This field should contain the assessed value at last tax lean date. The value prior to it being reassessed.	v1.3 - Moved Prior Assessed Value file into the Real Property Parcel Data file v1.8 - Added comment. v1.9 - Modified comment.
Adjustment Factor Applied	1139	1143	5	N	Format 3.2 eg: 00125; Implied: 001.25 Field should contain a "bottom line" adjustment factor in the event of equalization if applicable.	v1.8 - Added Adjustment Factor Applied to file structure. v1.9 - Modified format to support implied decimals
County Number			2	A		v1.2 - Removed County Number (left it in Header Record)

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Property Address State			2	A		v1.3 - Removed from Critical Fields List (assume Indiana for all)
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LAND FILE (0, 1, or many records per parcel) - Filename = LAND

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within the county.	v1.8 - Added comment.
Land/Lot Type Code	26	27	2	A	Refer to Code List 6	v1.6 - Added code reference
Actual Frontage	28	35	8	N	Format 7.1 eg: 00070005; Implied: 007000.5	v1.6 - Modified length and format to match Article 12 v1.9 - Changed length/format to accommodate implied decimals.
Effective Frontage	36	43	8	N	Format 7.1 eg: 00070005; Implied: 007000.5	v1.3 - Added Effective Frontage to Critical Fields List. v1.6 - Modified length and format to match Article 12 v1.9 - Changed length/format to accommodate implied decimals.
Effective Depth	44	51	8	N	Format 7.1 eg: 00070005; Implied: 007000.5	v1.9 - Changed length/format to accommodate implied decimals.
Base Rate	52	61	10	N	Format 7.2 (eg 0010500.50)	v1.2 - Added Base Rate
Appraised Value	62	73	12	N	Field should contain the final AV of the land record after influence factors have been applied.	v1.3 - Added Assessed Vaue. v1.4 - Changed 'Assessed' to 'Appraised.' v1.8 - Added Comment. v1.9 - Modified format. Field should not allow decimals. v1.9 - Changed length.
Acreage	74	83	10	N	Format 5.4 (eg 12300.55)	v1.3 - Changed label from 'Parcel Total Acreage' to 'Acreage.' v1.6 - Modified length and format to match Article 12
Square Feet	84	93	10	N	Format 7.2 (eg 0010500.50)	v1.3 - Changed from 'Parcel Total Square Feet' to 'Square Feet.' v1.6 - Modified length and format to match Article 12
Soil ID	94	98	5	A		
Soil Productivity Factor	99	102	4	N	Format 2.2 eg: 0155; Implied: 01.55	v1.6 - Modified length and format to match Article 12 v1.9 - Changed length/format to accommodate implied decimals.

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Influence Factor Code 1	103	103	1	A	Refer to Code List 7	v1.2 - Added 3 influence factor code fields. v1.6 - Added code reference v1.9 - Modified length. Code List only has values of length 1.
Influence Factor 1	104	107	4	N	Format +/- (eg -050 or 0025)	v1.2 - Added 3 influence factor code fields v1.6 - Added format request
Influence Factor Code 2	108	108	1	A	Refer to Code List 7	v1.2 - Added 3 influence factor code fields. v1.6 - Added code reference v1.9 - Modified length. Code List only has values of length 1.
Influence Factor 2	109	112	4	N	Format +/- (eg -050 or 0025)	v1.2 - Added 3 influence factor code fields. v1.6 - Added code reference
Influence Factor Code 3	113	113	1	A	Refer to Code List 7	v1.2 - Added 3 influence factor code fields. v1.6 - Added code reference v1.9 - Modified length. Code List only has values of length 1.
Influence Factor 3	114	117	4	N	Format +/- (eg -050 or 0025)	v1.2 - Added 3 influence factor code fields. v1.6 - Added code reference
Depth Factor	118	120	3	N	Format 1.2 eg: 100; Implied: 1.00	v1.8 - Added Depth Factor v1.9 - Modified length/format to support implied decimals.
Acreage Factor	121	123	3	N	Format 1.2 eg: 100; Implied: 1.00	v1.8 - Added Acreage Factor v1.9 - Modified length/format to support implied decimals.
Land Use Code			8	A		v1.3 - Removed from Critical Fields List. This is not a valid code in Indiana.
Acreage - Legal Drain			8	N		v1.3 - Removed from PARCEL file. Can be calculated by summing Acreage by Land Type
Acreage - Public Road			8	N		v1.3 - Removed from PARCEL file. Can be calculated by summing Acreage by Land Type
Acreage - Utilities Towers			6	N		v1.3 - Removed from PARCEL file. Can be calculated by summing Acreage by Land Type

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Acreage - Homesite(s)			7	N		v1.3 - Removed from PARCEL file. Can be calculated by summing Acreage by Land Type
Acreage - Farmland			12	N		v1.3 - Removed from PARCEL file. Can be calculated by summing Acreage by Land Type

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IMPROVEMENT FILE (0, 1, or many records per parcel) - Filename = IMPROVE

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within the county.	v1.8 - Added comment.
Dwelling or Building Number (if applicable)	26	41	16	A		v1.8 - Increased field length to accommodate all systems.
Identification Number	42	44	3	A		
Improvement Type Code	45	52	8	A	Refer to Code Lists 21A and 21B for residential, or 32 for commercial	v1.3 - Changed "Property Use Code" label to "Improvement Type Code." v1.6 - Added code reference v1.8 - Corrected code references; Changed field length. v1.9 - Changed length.
Story Height or Height	53	57	5	N	Format 3.2 eg: 00750; Implied: 007.50	v1.9 - Modified length/format to support implied decimals
Construction Type Code	58	60	3	A	Refer to Code List 18	v1.6 - Added code reference
Year Constructed	61	64	4	A		
Year Remodeled	65	68	4	A		
Effective Construction Year	69	72	4	A		
Grade	73	77	5	A	Refer to Code List 17	v1.6 - Added code reference v1.8 - Modified field length.
Condition Code	78	79	2	A	Refer to Code List 22	v1.6 - Added code reference
Neighborhood Code	80	81	2	A	Refer to Code List 23. Note, this is related to the "desirability rating".	
Improvement Size	82	89	8	N	If the improvement is a dwelling or a commercial building, leave blank. The size is already indicated or able to be derived at the dwelling/building level.	v1.8 - Removed SqFt to accommodate all units of measurement. Unit of measurement can be derived from the improvement type. v1.8 - Added comment.
Replacement Cost	90	101	12	N		
Appraised Value	102	113	12	N	Field should contain the final AV of the improvement following all adjustments.	v1.3 - Added Assessed Value v1.4 - Changed 'Assessed' to 'Appraised' v1.6 - Modified length and format to match Article 12. v1.8 - Added additional comment. v1.9 - Modified format. Field should not allow decimals.
Physical Depreciation %	114	116	3	N	Format (eg 100 or 055)	
Obsolescence Depreciation %	117	119	3	N	Format (eg 100 or 055)	
Percent Complete	120	122	3	N	Format (eg 100 or 055)	v1.8 - Added Percent Complete

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DWELLING FILE (0 or 1 record per improvement) - Filename = DWELLING

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within the county.	v1.8 - Added comment.
Dwelling Number	26	41	16	A	Same value as entered in the respective improvement record.	v1.8 - Increased field length to accommodate all systems.
Occupancy Code	42	42	1	A	Refer to Code List 8	v1.6 - Added code reference
Story Configuration Code	43	43	1	A	Refer to Code List 9	v1.6 - Added code reference
Story Height	44	48	5	A		
Predominant Roofing Material Code	49	49	1	A	Refer to Code List 13	v1.6 - Added code reference
Heating System Code	50	50	1	A	Refer to Code List 15	v1.6 - Added code reference
Central Air Conditioning (Y/N)	51	51	1	A		
Number of Finished Rooms	52	53	2	N		
Attic Code	54	54	1	A	Refer to Code List 10	v1.6 - Added code reference
Attic Base Area	55	59	5	N		v1.8 - Added Attic Base Area
Attic Finished Living Area	60	64	5	N		v1.8 - Added Attic Finished Living Area
Basement Code	65	65	1	A	Refer to Code List 11	v1.6 - Added code reference
Basement Base Area	66	70	5	N		
Basement Finished Living Area	71	75	5	N		
Crawl Space Code	76	76	1	A	Refer to Code List 12	v1.6 - Added code reference
Crawl Space Base Area	77	81	5	N		
Floor(s) Total Base Area	82	86	5	N		v1.8 - Added to file structure
Floor(s) Total Finished Living Area	87	91	5	N		v1.8 - Added to file structure
Total Base Value	92	101	10	N		v1.8 - Added to file structure
Row Type Adjustment	102	106	5	N		v1.8 - Added to file structure
Unfinished Interior Value Adjustment	107	112	6	N		v1.8 - Added to file structure
Extra Living Units Value Adjustment	113	122	10	N		v1.8 - Added to file structure
Rec Room Value Adjustment	123	132	10	N		v1.8 - Added to file structure
Loft Value Adjustment	133	142	10	N		v1.8 - Added to file structure
Fireplace Value adjustment	143	152	10	N		v1.8 - Added to file structure
No Heating Value Adjustment	153	158	6	N		v1.8 - Added to file structure
Air Conditioning Value Adjustment	159	168	10	N		v1.8 - Added to file structure
No Electrical Value Adjustment	169	178	10	N		v1.8 - Added to file structure
Plumbing Value Adjustment	179	188	10	N		v1.8 - Added to file structure
Garage value Adjustment	189	198	10	N		v1.8 - Added to file structure
Exterior Features Value Adjustment	199	208	10	N		v1.8 - Added to file structure
Total Bedrooms	209	210	2	N		
Number of Family Rooms	211	211	1	N		
Number of Dining Rooms	212	212	1	N		
Number of Full Baths	213	214	2	N		
Number of Half Baths	215	216	2	N		

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Total Plumbing Fixtures	217	218	2	N	If no plumbing, indicate 00	v1.6 - Added comment from Article 12
Number of Masonry Fireplace Stacks	219	220	2	N		
Number of Masonry Fireplace Openings	221	222	2	N		
Number of Steel Fireplace Stacks	223	224	2	N		
Number of Steel Fireplace Openings	225	226	2	N		
Integral Garage (Y/N)	227	227	1	A		
Attached Garage (Y/N)	228	228	1	A		
Attached Carport (Y/N)	229	229	1	A		v1.8 - Added Attached Carport (Y/N)
Basement Garage (Y/N)	230	230	1	A		v1.8 - Added Basement Garage (Y/N)
Garage Capacity (# Cars)	231	232	2	N		
Garage SqFt	233	237	5	N		
Grade and Design Factor			4	A		v1.6 - Removed from Dwelling File. Redundant - data already captured at improvement level.
Condition Code			2	A		v1.6 - Removed from Dwelling File. Redundant - data already captured at improvement level.
Detached Garage (Y/N)			1	A		v1.3 - Removed from Critical Fields List (In the event a parcel has a detached garage, it will be reported in the Improvement File by Improvement Code)

COMMERCIAL/INDUSTRIAL BUILDING FILE (0 or 1 record per improvement) - Filename = BUILDING

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within the county.	v1.8 - Added comment.
Building Number	26	41	16	A	Same value as entered in the respective improvement record.	v1.8 - Removed Section Letter. Not applicable at the building level. v1.8 - Increased field length to accommodate all systems.
Pricing Key, Predominant Use	42	46	5	A	Refer to Code List 31 (eg GCM47)	v1.6 Added code reference v1.8 - Added example
Number of Floors	47	48	2	N		
Total Square Foot Area	49	57	9	N		
Total Base Value	58	69	12	N		v1.7 - Modified format to allow for decimals. V1.9 - Modified length v1.9 - Modified Format. Field should not allow decimals.
Plumbing Fixtures Value	70	83	14	N		v1.8 - Added to file structure.
Special Features Value	84	97	14	N		v1.8 - Added to file structure.
Exterior Features Value	98	111	14	N		v1.8 - Added to file structure.

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Grade Factor			4	A		v1.6 - Removed from Building File. Redundant - data already captured at improvement level.
Square Foot Rate			6	N		v1.4 - Removed from Building File. Left in Building Detail File.
Number of Units (Apartments, Condos, Motels, or Hotels)			3	N		v1.3 - Removed "Depth for Strip Retail" from label. v1.4 - Removed from Building File. Left in Building Detail File. If building has only 1 use, should still be communicated at detail level.
Average Unit Size (SqFt for Apt, Condos, Motels, Hotels)			6	N		v1.3 - Removed "Depth for Strip Retail" from label. v1.4 - Removed from Building File. Left in Building Detail File. If building has only 1 use, should still be communicated at detail level.

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BUILDING DETAIL FILE (1 or many records per building) - Filename = BLDDETL

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within the county.	v1.8 - Added comment.
Building Number	26	41	16	A		v1.8 - Removed Section Letter from Field v1.8 - Increased field length to accommodate all systems.
Floor Number	42	44	3	N		
Section Letter or Number	45	47	3	A		v1.8 - Added to file structure as separate field
Pricing Key	48	52	5	A	Refer to Code List 31 (eg GCM47)	v1.6 - Added code reference v1.8 - Added example.
Use Code	53	60	8	A	Refer to Code List 32	v1.6 - Added code reference
Square Foot Area	61	66	6	N		
Square Foot Rate	67	71	5	N	Format 3.2 eg: 2514; Implied 25.14	v1.7 - Added to Building Detail. Was inadvertently left off in previous version. Also, modified format to allow for decimal. v1.9 - Modified length/format to support implied decimals.
Framing Type	72	72	1	N	Refer to Code List 30	v1.8 - Added to file structure.
Wall Type	73	73	1	N	Refer to Code List 29	v1.8 - Added to file structure.
Wall Height	74	75	2	N		v1.8 - Added to file structure.
Heating/AC Value Adjustment	76	79	4	N	Format 2.2 eg: 1050; Implied: 10.50 Value adjustment per sqft	v1.8 - Added to file structure. v1.9 - Modified length/format to support implied decimals
Sprinkler Value Adjustment	80	83	4	N	Format 2.2 eg: 1050; Implied: 10.50 Value adjustment per sqft	v1.8 - Added to file structure. v1.9 - Modified length/format to support implied decimals
Average Depth for Strip Retail	84	89	6	A		
Individually Owned (Y/N) (Apartments or Condos)	90	90	1	A		
Unit Size of Individually Owned Unit (Apt or Condo)	91	96	6	N		
Configuration Code (Motels or Hotels)	97	99	3	A	Refer to Code List 33	v1.6 - Added code reference
Number of Units (Apartments, Condos, Motels, or Hotels)	100	102	3	N		v1.3 - Average Depth for Strip Retail is a separate data element and has been added to the Critical Fields list.
Average Unit Size (SqFt for Apt, Condos, Motels, Hotels)	103	108	6	N		

Property Tax File Structures

Real Property Assessment

Version 2003A

APPEALS TRACKING FILE (0, 1, or many records per parcel) - Filename = APPEAL

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within county.	v1.3 - Removed 2nd Parcel Num occurrence. v1.8 - Added comment.
Reason for Change (Appeal Form Number)	26	28	3	A		
Grounds for Appeal Code	29	48	20	A	Refer to Code List 45	v1.8 - Added code list reference.
Prior Value	49	60	12	N		
New Value	61	72	12	N		
Date of Adjustment	73	82	10	A	Format mm/dd/yyyy	
Petitioner's Name	83	162	80	A		v1.8 - Added to file structure.
Petitioner's Address or PO Box	163	202	40	A		v1.8 - Added to file structure.
Petitioner's Address City	203	232	30	A		v1.8 - Added to file structure.
Petitioner's Address State	233	234	2	A		v1.8 - Added to file structure.
Petitioner's Zip Code	235	244	10	A	Format xxxxx-xxxx	v1.3 - Changed datatype from N to A. Changed date format request.
Date Appeal was Filed	245	254	10	A	Format mm/dd/yyyy	v1.3 - Changed datatype from N to A. Changed date format request.
Date the Board of Review Mailed the Determination to the Taxpayer	255	264	10	A	Format mm/dd/yyyy	v1.3 - Changed datatype from N to A. Changed date format request.
County Number			2	A		v1.3 - Removed County Number (left it in Header Record)

Property Tax File Structures

Real Property Assessment

Version 2003A

SALES DISCLOSURE FILE (0, 1, or many records per parcel) - Filename = SALEDISC

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within county.	v1.3 - Removed 2nd Parcel Num occurrence. v1.8 - Added comment.
Township Number	26	29	4	A		
School Corporation Number	30	33	4	A		
Property Class Code	34	36	3	A		
Exempt Transaction (Y/N)	37	37	1	A		
Exempt Code	38	39	2	A	Refer to Code List 53	v1.6 - Added code reference
AV - Land	40	54	15	N		v1.6 - Modified length to match Article 12
AV - Improvements	55	69	15	N		v1.6 - Modified length to match Article 12
AV - Total	70	84	15	N		v1.6 - Modified length to match Article 12
Date of Sale	85	94	10	A	Format mm/dd/yyyy	v1.3 - Changed datatype from N to A. Changed date format request.
Total Sales Price	95	109	15	N		v1.6 - Modified length to match Article 12
Seller Paid Points	110	121	12	N		
Net Sales Price (Total Price Minus Points)	122	136	15	N		v1.6 - Modified length to match Article 12
Used in Equalization Study (Y/N)	137	137	1	A		v1.2 - Added 'Used in Equalization Study' (Y/N). v1.4 - Pending approval to include in the File Structure. It is understood that most Assessor Systems do not currently maintain this data element. May exist for future use only.
Transfer of Entire Parcel (Y/N)	138	138	1	A		
Exchange for Other Real Property ("Trade") (Y/N)	139	139	1	A		
Significant Physical Changes to Property Between March 1 and Date of Sales (Y/N)	140	140	1	A		
Type of Deed	141	141	1	A		
Existence of a Family or Business Relationship Between Buyer and Seller (Y/N)	142	142	1	A		
Condominium Sale (Y/N)	143	143	1	A		
Purchase of Adjoining Land (Y/N)	144	144	1	A		
Mobile Home (Y/N)	145	145	1	A		
Seller-provided Financing (Y/N)	146	146	1	A		
Personal Property Included in Transfer (Y/N)	147	147	1	A		
Amount of Personal Property Included in Transfer	148	159	12	N		v1.3 - Added to the Critical Fields List
Vacant Land (Y/N)	160	160	1	A		

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Contract (Y/N)	161	161	1	A		
Splits (Y/N)	162	162	1	A		
Name of Buyer	163	197	35	A		
Street Address of Buyer	198	237	40	A		
City of Buyer	238	267	30	A		
State of Buyer	268	269	2	A		
Zip Code of Buyer	270	279	10	A	Format xxxxx-xxxx	v1.6 - Added format request
Telephone Number of Buyer or Representative	280	291	12	A	Format xxx-xxx-xxxx	v1.7 - Added format request
Name of Seller	292	326	35	A		
Street Address of Seller	327	366	40	A		
City of Seller	367	396	30	A		
State of Seller	397	398	2	A		
Zip Code of Seller	399	408	10	A	Format xxxxx-xxxx	
Telephone Number of Seller or Representative	409	420	12	A	Format xxx-xxx-xxxx	
Street Address of Property Transferred	421	460	40	A		
City of Property Transferred	461	490	30	A		
State of Property Transferred	491	492	2	A		
Zip Code of Property Transferred	493	502	10	A	Format xxxxx-xxxx	
County Number			2	A		v1.3 - Removed County Number (left it in Header Record)

TRAILER RECORD (the last record in each file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Record ID	1	10	10	A	Constant value of "TRAILER "	
Total Record Count	11	30	20	N	Total number of records in the file excluding header and trailer records.	

Other Version 1. 2 Comments

- 1 Changed from a 1 File Format to a Multiple File Format - Each file with a Header and Trailer record
- 2 Dwelling: Changed relationship to '0 or 1 record per Improvement'
- 3 Building: Changed relationship to '0 or 1 record per Improvement'
- 4 Separated Assessor Data from Auditor Data
- 5 Real and Personal Tax Data: Created ADJUSTMENTS File to allow for many-to-one data relationship for Credits, Deductions, and Exemptions

Other Version 1. 3 Comments

- 1 Consolidated Neighborhood data into the PARCEL file
- 2 Consolidated Current Ownership data into the PARCEL file

Property Tax File Structures

Real Property Assessment

Version 2003A

- 3 Consolidated Site Characteristics data into the PARCEL file
- 4 Consolidated Summary of Current Values into the PARCEL file
- 5 Consolidated Summary of Prior Assessed Values into the PARCEL file
- 6 Created BUILDING DETAIL file to support one-to-many data relationship.

Other Version 1. 9 Comments

Added a filename for Sales Disclosure due to omission from previous versions of the file structure.

Property Tax File Structures

Real and Personal Tax Data

Version 2003A

HEADER RECORD (first record in each file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Filename	1	18	18	A	Filename (eg "Filename: PARCEL", or "Filename: IMPROVE")	v1.6 - Changed format to request field description. v1.8 - Changed length to 18; Changed 'File ID' to 'Filename'
County Number	19	35	17	A	Constant value (eg "County Number: 23")	v1.6 - Changed format to request field description.
County Description	36	75	40	A	Constant value (eg "County Description: LAKE COUNTY ")	v1.6 - Changed format to request field description.
File Format ID	76	96	21	A	Constant value of "File Format ID: 2003A This communicates the version of the structure used to create the data.	v1.6 - Changed format to request field description. v1.8 - Added comment.
County Contact Name	97	136	40	A	Constant value (eg "County Contact Name: Robert Smith ")	v1.6 - Changed format to request field description.
County Contact Phone	137	176	40	A	Constant value (eg "County Contact Phone: 219-555-5555 ")	v1.6 - Changed format to request field description.
File create date	177	206	30	A	mm/dd/yyyy format (eg "File Create Date: 03/03/2003")	v1.3 - Changed data format, field length, and datatype. v1.6 - Changed format to request field description.
File create time	207	228	22	A	Constant value (eg "File Create Time: 1400")	v1.6 - Changed format to request field description.
Assessment Year	229	249	21	A	Constant value (eg "Assessment Year: 2002)	v1.6 - Changed format to request field description.
Pay Year	250	263	14	A	Constant value (eg "Pay Year: 2003")	v1.6 - Changed format to request field description.
Software Vendor Name	264	303	40	A	Constant value (eg "Software Vendor Name: ABC Vendor")	v1.3 - Changed label from Software Vendor Employed to Software Vendor Name. v1.6 - Changed format to request field description.
Software Package Name and Version	304	363	60	A	Constant value (eg "Software Package Name: ABC Assessor System Version 1.5)	v1.3 - Generalized Field - Removed 'CAMA System' and Removed following record for 'Tax System' v1.6 - Changed format to request field description.
Software Vendor Phone Number	364	411	48	A	Constant value (eg "Software Vendor Phone Number: 317-555-5555 ")	v1.6 - Changed format to request field description.
Software Vendor Email	412	459	48	A	Constant value (eg "Software Vendor Email: Help@ABCVendor.com ")	v1.6 - Changed format to request field description.

Property Tax File Structures

Real and Personal Tax Data

Version 2003A

Transmission Description	460	559	100	A	Constant value (eg "Transmission Description: Preliminary Data Submission - Test ")	v1.6 - Changed format to request field description.
Location Cost Multiplier			9	A	Constant value (eg "LCM: 1.01")	v1.2 - Added Location Cost Multiplier v1.6 - Changed format to request field description. V1.9 - Removed from Header Record in Tax Data Export - not applicable

REAL AND PERSONAL TAX DATA FILE (one record per parcel) - Filename = TAXDATA

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within the county.	v1.8 - Added comment.
Tax Identification Number	26	50	25	A		v1.8 - Added to file structure.
Taxpayer Name	51	130	80	A		v1.7 - Added to Real and Personal Tax Data due to existence of parcels where the owner is not the taxpayer.
Taxpayer Street Address	131	170	40	A		v1.7 - Added to Real and Personal Tax Data due to existence of parcels where the owner is not the taxpayer.
Taxpayer City	171	200	30	A		v1.7 - Added to Real and Personal Tax Data due to existence of parcels where the owner is not the taxpayer.
Taxpayer State	201	217	17	A		v1.7 - Added to Real and Personal Tax Data due to existence of parcels where the owner is not the taxpayer.
Taxpayer Zip Code	218	227	10	A	Format xxxxx-xxxx	v1.7 - Added to Real and Personal Tax Data due to existence of parcels where the owner is not the taxpayer.
Tax District Number	228	230	3	A		v1.7 - Added to Real and Personal Tax Data. Left in PARCEL file also.
Tax District Rate	231	235	5	N	Format 3.2 eg: 01015; Implied: 010.15	v1.7 - Added to Real and Personal Tax Data. v1.9 - Modified format to support implied decimals
State-Assigned District Number	236	239	4	A		v1.7 - Added State-Assigned District Number
County Tax Rate	240	244	5	N	Format 3.2 eg: 01015; Implied: 010.15	v1.3 - Added to Critical Fields list. v1.9 - Modified format to support implied decimals
Taxing Authority - Township Number	245	248	4	A		v1.3 - Added to Critical Fields list.

Property Tax File Structures

Real and Personal Tax Data

Version 2003A

Township Tax Rate	249	253	5	N	Format 3.2 eg: 01015; Implied: 010.15	v1.3 - Added to Critical Fields list. v1.9 - Modified format to support implied decimals
Taxing Authority - School Corporation Number	254	263	10	A		v1.2 - Added to Critical Fields list. v1.7 - Changed 'District' to 'Corporation' to avoid future confusion.
School Corporation Tax Rate	264	268	5	N	Format 3.2 eg: 01015; Implied: 010.15	v1.2 - Added to Critical Fields list. v1.7 - Changed 'District' to 'Corporation' to avoid future confusion. v1.9 - Modified format to support implied decimals
Taxing Authority - Library District Number	269	278	10	A		v1.2 - Added to Critical Fields list.
Library District Tax Rate	279	283	5	N	Format 3.2 eg: 01015; Implied: 010.15	v1.2 - Added to Critical Fields list. v1.9 - Modified format to support implied decimals
Taxing Authority - City Number	284	293	10	A		v1.2 - Added to Critical Fields list.
City Tax Rate	294	298	5	N	Format 3.2 eg: 01015; Implied: 010.15	v1.2 - Added to Critical Fields list. v1.9 - Modified format to support implied decimals
Taxing Authority - Special District 1 Name	299	328	30	A		v1.3 - Added to Critical Fields list.
Special District 1 Tax Rate	329	333	5	N	Format 3.2 eg: 01015; Implied: 010.15	v1.9 - Modified format to support implied decimals
Taxing Authority - Special District 2 Name	334	363	30	A		v1.3 - Added to Critical Fields list.
Special District 2 Tax Rate	364	368	5	N	Format 3.2 eg: 01015; Implied: 010.15	v1.3 - Added to Critical Fields list. v1.9 - Modified format to support implied decimals
Taxing Authority - Special District 3 Name	369	398	30	A		v1.3 - Added to Critical Fields list.
Special District 3 Tax Rate	399	403	5	N	Format 3.2 eg: 01015; Implied: 010.15	v1.3 - Added to Critical Fields list. v1.9 - Modified format to support implied decimals
Taxing Authority - Special District 4 Name	404	433	30	A		v1.3 - Added to Critical Fields list.
Special District 4 Tax Rate	434	438	5	N	Format 3.2 eg: 01015; Implied: 010.15	v1.3 - Added to Critical Fields list. v1.9 - Modified format to support implied decimals
Federal Tax ID Number	439	450	12	N		v1.6 - Added data type information.
Government Owned Code	451	470	20	A		
Total Net AV	471	484	14	N		v1.9 - Removed decimal precision. Value should not contain decimals.
Gross Tax Due	485	498	14	N		v1.9 - Removed decimal precision. Value should not contain decimals.

Property Tax File Structures

Real and Personal Tax Data

Version 2003A

State Property Tax Replacement Credit Amount - Total	499	512	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	v1.7 - Changed to indicate "Total" amount v1.9 - Modified format to support implied decimals
Property Tax Replacement Credit %	513	518	6	N	Format 3.3 eg: 010155; Implied: 010.155%	v1.7 - Added to Real and Personal Tax Data. Valuable data if possible to break out the total. v1.9 - Modified length and format to allow for halves of percents.
Homestead %	519	524	6	N	Format 3.3 eg: 010155; Implied: 010.155%	v1.7 - Added to Real and Personal Tax Data. Valuable data if possible to break out the total. v1.9 - Modified length and format to allow for halves of percents.
Net Tax Due	525	538	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	v1.9 - Modified format to support implied decimals
Late Penalty - Personal Property	539	552	14	N		
Undervalued Penalty - Personal Property	553	566	14	N		
Prior Delinquency	567	580	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	v1.9 - Modified format to support implied decimals
Prior Penalty	581	594	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	v1.9 - Modified format to support implied decimals
Total Tax + Penalty Billed	595	608	14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	v1.9 - Modified format to support implied decimals
Current AV - Total Land	609	620	12	N		v1.7 - Added to Real and Personal Tax Data
Current AV - Total Improvements	621	632	12	N		v1.7 - Added to Real and Personal Tax Data
AV - Total Land and Improvements	633	644	12	N		v1.7 - Added to Real and Personal Tax Data
AV - Residential Land and Lots	645	656	12	N		v1.7 - Added to Real and Personal Tax Data
AV - Residential Improvements	657	668	12	N		v1.7 - Added to Real and Personal Tax Data
AV - Residential Land and Improvements	669	680	12	N		v1.7 - Added to Real and Personal Tax Data
AV - Non-residential Land	681	692	12	N		v1.7 - Added to Real and Personal Tax Data

Property Tax File Structures

Real and Personal Tax Data

Version 2003A

AV - Non-residential Improvements	693	704	12	N		v1.7 - Added to Real and Personal Tax Data
AV - Non-residential Land and Improvements	705	716	12	N		v1.7 - Added to Real and Personal Tax Data
Late and Undervalued Penalty - Personal Property			14	N	Format 12.2 eg: 00000013000050; Implied: 000000130000.50	v1.9 - Removed from Real and Personal Tax Data. Instead, split into 2 separate fields for each penalty type.
AV - Dwelling			12	N		v1.7 - Added to Real and Personal Tax Data v1.9 - Removed from Real and Personal Tax Data - not applicable
AV - Farmland			12	N		v1.7 - Added to Real and Personal Tax Data v1.9 - Removed from Real and Personal Tax Data - not applicable
AV - Classified Land			12	N		v1.7 - Added to Real and Personal Tax Data v1.9 - Removed from Real and Personal Tax Data - not applicable
AV - Homesite(s)			12	N		v1.7 - Added to Real and Personal Tax Data v1.9 - Removed from Real and Personal Tax Data - not applicable
AV - Commercial Land			12	N		v1.7 - Added to Real and Personal Tax Data v1.9 - Removed from Real and Personal Tax Data - not applicable
AV - Commercial Improvements			12	N		v1.7 - Added to Real and Personal Tax Data v1.9 - Removed from Real and Personal Tax Data - not applicable
AV - Commercial Land and Improvements			12	N		v1.7 - Added to Real and Personal Tax Data v1.9 - Removed from Real and Personal Tax Data - not applicable
Total Deductions			14	N	Format 11.2 (eg 00100500100.50)	v1.8 - Removed from the Real Real and Personal Tax Data File. Can be calculated from the total deductions in the Adjustments File.

Property Tax File Structures

Real and Personal Tax Data

Version 2003A

Starting Year			4	N		v1.8 - Removed from the Real Real and Personal Tax Data File. Redundant. Already captured in the Adjustments File.
Taxing Authority - County Number			3	A		v1.3 - Added to Critical Fields list. v.17 - Removed from Critical Fields list because it is already captured in header record.
Assessment Year						v1.7 - Removed from Real and Personal Tax Data because field is already captured in the header record.
Homestead Credit						v1.6 - Removed from Real and Personal Tax Data because it will be captured in the Adjustments File - included in Code List 37

ADJUSTMENTS FILE (0, 1, or many records per parcel) - Filename = ADJMMENTS

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within the county.	v1.8 - Added comment.
Adjustment Type (C/E/D)	26	26	1	A	C = Credit, E = Exemption, D = Deduction	
Adjustment Code	27	28	2	A	Refer to Code List 37	v1.6 - Added code reference
Amount	29	40	12	N	Format 10.2 eg: 000010050010; Implied 0000100500.10	v1.6 - Added data type information and format request. v1.9 - Modified format to support implied decimals
Starting Year	41	44	4	A		v1.7 - Added to Adjustments File to communicate period for adjustment. v1.9 - Modified Type to be consistent with other "year" fields
Number of Years	45	46	2	N		v1.3 - Moved from REAL AND PERSONAL TAX DATA file to ADJUTSMENTS file. v1.6 - Added data type information.

TRAILER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Record ID	1	10	10	A	Constant value of "TRAILER "	
Total Record Count	11	30	20	N	Total number of records in the file excluding header and trailer records.	

Property Tax File Structures

Real and Personal Tax Data

Version 2003A

Other Version 1.2 Comments

1 Created ADJUSTMENTS File to allow for many-to-one data relationship for Credits, Deductions, and Exemptions

Property Tax File Structures

Personal Property

Version 2003A

HEADER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Filename	1	18	18	A	Filename (eg "Filename: PARCEL", or "Filename: IMPROVE")	v1.6 - Changed format to request field description. v1.8 - Changed length to 18; Changed 'File ID' to 'Filename'
County Number	19	35	17	A	Constant value (eg "County Number: 23")	v1.6 - Changed format to request field description.
County Description	36	75	40	A	Constant value (eg "County Description: LAKE COUNTY ")	v1.6 - Changed format to request field description.
File Format ID	76	96	21	A	Constant value of "File Format ID: 2003A This communicates the version of the structure used to create the data.	v1.6 - Changed format to request field description. v1.8 - Added comment.
County Contact Name	97	136	40	A	Constant value (eg "County Contact Name: Robert Smith ")	v1.6 - Changed format to request field description.
County Contact Phone	137	176	40	A	Constant value (eg "County Contact Phone: 219-555-5555 ")	v1.6 - Changed format to request field description.
File create date	177	206	30	A	mm/dd/yyyy format (eg "File Create Date: 03/03/2003")	v1.3 - Changed data format, field length, and datatype. v1.6 - Changed format to request field description.
File create time	207	228	22	A	Constant value (eg "File Create Time: 1400")	v1.6 - Changed format to request field description.
Assessment Year	229	249	21	A	Constant value (eg "Assessment Year: 2002)	v1.6 - Changed format to request field description.
Pay Year	250	263	14	A	Constant value (eg "Pay Year: 2003")	v1.6 - Changed format to request field description.
Software Vendor Name	264	303	40	A	Constant value (eg "Software Vendor Name: ABC Vendor")	v1.3 - Changed label from Software Vendor Employed to Software Vendor Name. v1.6 - Changed format to request field description.
Software Package Name and Version	304	363	60	A	Constant value (eg "Software Package Name: ABC Assessor System Version 1.5)	v1.3 - Generalized Field - Removed 'CAMA System' and Removed following record for 'Tax System' v1.6 - Changed format to request field description.
Software Vendor Phone Number	364	411	48	A	Constant value (eg "Software Vendor Phone Number: 317-555-5555 ")	v1.6 - Changed format to request field description.
Software Vendor Email	412	459	48	A	Constant value (eg "Software Vendor Email: Help@ABCVendor.com ")	v1.6 - Changed format to request field description.
Transmission Description	460	559	100	A	Constant value (eg "Transmission Description: Preliminary Data Submission - Test ")	v1.6 - Changed format to request field description.

Property Tax File Structures

Personal Property

Version 2003A

Location Cost Multiplier			9	A	Constant value (eg "LCM: 1.01")	v1.2 - Added Location Cost Multiplier v1.6 - Changed format to request field description. V1.9 - Removed from Header Record in Tax Data Export - not applicable
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PERSONAL PROPERTY FILE - (appears 0 times or once per taxpayer - Filename = PERSPROP

Column	Start	End	Length	Type	Comments/Format	Version Changes
Tax Identification Number	1	25	25	A		
Federal Tax Number	26	37	12	A		
Taxpayer Type Code	38	50	13	A	Refer to Code List 38	v1.6 - Added code reference
Taxpayer Name	51	130	80	A		v1.6 - Modified Length for correction to previous version
Taxpayer Street Address	131	170	40	A		v1.6 - Modified Length for correction to previous version
City	171	200	30	A		v1.6 - Modified Length for correction to previous version
State	201	217	17	A		v1.6 - Modified Length for correction to previous version
Zip Code	218	227	10	A	Format xxxxx-xxxx	v1.6 - Added format request. v1.6 - Modified Length for correction to previous version
AV - Vehicles	228	237	10	N		v1.6 - Modified Length for correction to previous version
AV - Boats and Boat Equipment	238	247	10	N		v1.6 - Modified Length for correction to previous version
AV - Farm Implements and Equipment	248	257	10	N		v1.6 - Modified Length for correction to previous version
AV - Livestock, Poultry, and Fur-Bearing Animals	258	267	10	N		v1.6 - Modified Length for correction to previous version
AV - Grain, Seeds, and Forage Crops	268	277	10	N		v1.6 - Modified Length for correction to previous version
AV - Inventories from Form 103, Schedule B	278	287	10	N		v1.6 - Modified Length for correction to previous version
AV - Business Depreciable Personal Property	288	297	10	N		v1.6 - Modified Length for correction to previous version
AV - Inventories of Public Utility Companies	298	307	10	N		v1.6 - Modified Length for correction to previous version
AV - Fixed Depreciable Personal Property of Public Utility Companies	308	317	10	N		v1.6 - Modified Length for correction to previous version

Property Tax File Structures

Personal Property

Version 2003A

Principal Business Activity Code	318	323	6	A	This field should contain North American Industry Classification System (NAICS) codes.	V1.8 - Increased field length. Added format request.
Assessment Year			4	A		v1.7 - Removed from Real and Personal Tax Data because field is already captured in the header record.
Pool Data (Cost by Year of Acquisition) from Form 403, Schedule A (if available)						v1.7 - Removed from Real and Personal Tax Data File. Included Pool Data File for communication of more detailed pool data.
Parcel Number			25	A		v1.3 - Parcel Number and Tax Identification Number are synonymous data, and Tax Identification Number is the more appropriate terminology.
County Number			2	A		v1.3 - Removed County Number (left it in Header Record)

POOL DATA FILE - (appears 0, 1, or many times per taxpayer) - Filename = POOLDATA

Column	Start	End	Length	Type	Comments/Format	Version Changes
Tax Identification Number	1	25	25	N	Total number of records in the file.	v1.7 - Added to Critical Fields List. Broken down from original Pool Data field in Personal Property File
Pool Number	26	26	1	N		v1.7 - Added to Critical Fields List. Broken down from original Pool Data field in Personal Property File
Acquisition Start Date	27	36	10	A	Format mm/dd/yyyy	v1.7 - Added to Critical Fields List. Broken down from original Pool Data field in Personal Property File
Acquisition End Date	37	46	10	A	Format mm/dd/yyyy	v1.7 - Added to Critical Fields List. Broken down from original Pool Data field in Personal Property File
Adjusted Cost	47	58	12	N		v1.7 - Added to Critical Fields List. Broken down from original Pool Data field in Personal Property File
Total Cost (or Base Year Value)	59	70	12	N		v1.9 - Added to Pool Data File
True Tax Value			12	N		v1.7 - Added to Critical Fields List. Broken down from original Pool Data field in Personal Property File v1.9 - Removed from Pool Data File as field may be calculated

Property Tax File Structures

Personal Property

Version 2003A

APPEALS TRACKING FILE (0, 1, or many records per taxpayer) - Filename = APPEALPP

0	0	0	0	0	0	0
Tax Identification Number	1	25	25			
Reason for Change (Appeal Form Number)	26	28	3	A		
Grounds for Appeal Code	29	48	20	A	Refer to Code List 45	v1.6 - Added code reference
Prior Value	49	60	12	N		
New Value	61	72	12	N		
Date of Adjustment	73	82	10	A		
Petitioner's Name	83	162	80	A		v1.8 - Added to file structure.
Petitioner's Address or PO Box	163	202	40	A		v1.8 - Added to file structure.
Petitioner's Address City	203	232	30	A		v1.8 - Added to file structure.
Petitioner's Address State	233	234	2	A		v1.8 - Added to file structure.
Petitioner's Zip Code	235	244	10	A	Format mm/dd/yyyy	Changed datatype from N to A. Changed date format request.
Date Appeal was Filed	245	254	10	A	Format mm/dd/yyyy	Changed datatype from N to A. Changed date format request.
Date the Board of Review Mailed the Determination to the Taxpayer	255	264	10	A	Format mm/dd/yyyy	Changed datatype from N to A. Changed date format request.
Parcel Number	-	-	25	A		v1.3 - Parcel Number and Tax Identification Number are synonymous data, and Tax Identification Number is the more appropriate terminology.
County Number			2	A		v1.3 - Removed County Number (left it in Header Record)

TRAILER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Record ID	1	10	10	A	Constant value of "TRAILER "	
Total Record Count	11	30	20	N	Total number of records in the file excluding header and trailer records.	

Other Version 1. 3 Comments

1 Personal Property was modified to be a separate system export.

Other Version 1. 9 Comments

Added Appeals Tracking File for Personal Property

Property Tax File Structures

Personal Property - Annually Assessed Mobile Homes

Version 2003A

HEADER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Filename	1	18	18	A	Filename (eg "Filename: PARCEL", or "Filename: IMPROVE")	v1.6 - Changed format to request field description. v1.8 - Changed length to 18; Changed 'File ID' to 'Filename'
County Number	19	35	17	A	Constant value (eg "County Number: 23")	v1.6 - Changed format to request field description.
County Description	36	75	40	A	Constant value (eg "County Description: LAKE COUNTY ")	v1.6 - Changed format to request field description.
File Format ID	76	96	21	A	Constant value of "File Format ID: 2003A This communicates the version of the structure used to create the data.	v1.6 - Changed format to request field description. v1.8 - Added comment.
County Contact Name	97	136	40	A	Constant value (eg "County Contact Name: Robert Smith ")	v1.6 - Changed format to request field description.
County Contact Phone	137	176	40	A	Constant value (eg "County Contact Phone: 219-555-5555 ")	v1.6 - Changed format to request field description.
File create date	177	206	30	A	mm/dd/yyyy format (eg "File Create Date: 03/03/2003")	v1.3 - Changed data format, field length, and datatype. v1.6 - Changed format to request field description.
File create time	207	228	22	A	Constant value (eg "File Create Time: 1400")	v1.6 - Changed format to request field description.
Assessment Year	229	249	21	A	Constant value (eg "Assessment Year: 2002)	v1.6 - Changed format to request field description.
Pay Year	250	263	14	A	Constant value (eg "Pay Year: 2003")	v1.6 - Changed format to request field description.
Software Vendor Name	264	303	40	A	Constant value (eg "Software Vendor Name: ABC Vendor")	v1.3 - Changed label from Software Vendor Employed to Software Vendor Name. v1.6 - Changed format to request field description.
Software Package Name and Version	304	363	60	A	Constant value (eg "Software Package Name: ABC Assessor System Version 1.5)	v1.3 - Generalized Field - Removed 'CAMA System' and Removed following record for 'Tax System' v1.6 - Changed format to request field description.
Software Vendor Phone Number	364	411	48	A	Constant value (eg "Software Vendor Phone Number: 317-555-5555 ")	v1.6 - Changed format to request field description.
Software Vendor Email	412	459	48	A	Constant value (eg "Software Vendor Email: ")	v1.6 - Changed format to request field description.
Transmission Description	460	559	100	A	Constant value (eg "Transmission Description: Preliminary Data Submission - Test ")	v1.6 - Changed format to request field description.

Property Tax File Structures

Personal Property - Annually Assessed Mobile Homes

Version 2003A

Location Cost Multiplier			9	A	Constant value (eg "LCM: 1.01")	v1.2 - Added Location Cost Multiplier v1.6 - Changed format to request field description. V1.9 - Removed from Header Record in Tax Data Export - not applicable
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PERSONAL PROPERTY - ANNUALLY ASSESSED MOBILE HOMES FILE (0, 1, or many records per taxpayer) - Filename = MOBILE

Column	Start	End	Length	Type	Comments/Format	Version Changes
Tax Identification Number	1	25	25	A		v1.6 - Added Data Type due to unintentional omission
Township Number	26	29	4	A	State Standard Township Number	v1.8 - Added to Annually Assessed Mobile Home File
District Number	30	32	3	A	State Standard District Number	v1.8 - Added to Annually Assessed Mobile Home File
Owner Name	33	72	40	A		v1.6 - Added Data Type due to unintentional omission
Property Address Street	73	112	40	A		v1.6 - Added Data Type due to unintentional omission
Property Address City	113	142	30	A		v1.6 - Added Data Type due to unintentional omission
Property Address Zip Code	143	152	10	A		v1.6 - Added Data Type due to unintentional omission
Annually Assessed Mobile Home Year	153	156	4	N		v1.6 - Added Data Type due to unintentional omission
Annually Assessed Mobile Home Make	157	181	25	A		v1.6 - Added Data Type due to unintentional omission
Annually Assessed Mobile Home Size	182	186	5	A	This field should contain the area of the mobile in sqft.	v1.6 - Added Data Type due to unintentional omission v1.8 - Added comment
AV - Annually Assessed Mobile Home	187	192	6	N	This field should include the Assessed Value of the mobile home and all of its appurtenances	v1.6 - Added Data Type due to unintentional omission v1.8 - Added comment
Annually Assessed Mobile Home Park Name	193	232	40	A		v1.6 - Added Data Type due to unintentional omission
Property Address State			2	A		v1.6 - Removed from Mobile Home File. Assumed Indiana.
Parcel Number			25	A		v1.3 - Parcel Number and Tax Identification Number are synonymous data, and Tax Identification Number is the more appropriate terminology.
County Number			2	A		v1.3 - Removed County Number (left it in Header Record)

Property Tax File Structures

Personal Property - Annually Assessed Mobile Homes

Version 2003A

APPEALS TRACKING FILE (0, 1, or many records per taxpayer) - Filename = APPEALMH

Column	Start	End	Length	Type	Comments/Format	Version Changes
Tax Identification Number	1	25	25			
Reason for Change (Appeal Form Number)	26	28	3	A		
Grounds for Appeal Code	29	48	20	A	Refer to Code List 45	v1.6 - Added code reference
Prior Value	49	60	12	N		
New Value	61	72	12	N		
Date of Adjustment	73	82	10	A		
Petitioner's Name	83	162	80	A		v1.8 - Added to file structure.
Petitioner's Address or PO Box	163	202	40	A		v1.8 - Added to file structure.
Petitioner's Address City	203	232	30	A		v1.8 - Added to file structure.
Petitioner's Address State	233	234	2	A		v1.8 - Added to file structure.
Petitioner's Zip Code	235	244	10	A	Format mm/dd/yyyy	Changed datatype from N to A. Changed date format request.
Date Appeal was Filed	245	254	10	A	Format mm/dd/yyyy	Changed datatype from N to A. Changed date format request.
Date the Board of Review Mailed the Determination to the Taxpayer	255	264	10	A	Format mm/dd/yyyy	Changed datatype from N to A. Changed date format request.
Parcel Number	-	-	25	A		v1.3 - Parcel Number and Tax Identification Number are synonymous data, and Tax Identification Number is the more appropriate terminology.
County Number			2	A		v1.3 - Removed County Number (left it in Header Record)

TRAILER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Record ID	1	10	10	A	Constant value of "TRAILER "	
Total Record Count	11	30	20	N	Total number of records in the file excluding header and trailer records.	

Other Version 1. 3 Comments

- 1 Personal Property - Mobile Homes was modified to be a separate system export.
- 2 In addition, Appeals Tracking was included.

Property Tax File Structures

Oil and Gas Assessments

Version 2003A

HEADER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Filename	1	18	18	A	Filename (eg "Filename: PARCEL", or "Filename: IMPROVE")	v1.6 - Changed format to request field description. v1.8 - Changed length to 18; Changed 'File ID' to 'Filename'
County Number	19	35	17	A	Constant value (eg "County Number: 23")	v1.6 - Changed format to request field description.
County Description	36	75	40	A	Constant value (eg "County Description: LAKE COUNTY ")	v1.6 - Changed format to request field description.
File Format ID	76	96	21	A	Constant value of "File Format ID: 2003A This communicates the version of the structure used to create the data.	v1.6 - Changed format to request field description. v1.8 - Added comment.
County Contact Name	97	136	40	A	Constant value (eg "County Contact Name: Robert Smith ")	v1.6 - Changed format to request field description.
County Contact Phone	137	176	40	A	Constant value (eg "County Contact Phone: 219-555-5555 ")	v1.6 - Changed format to request field description.
File create date	177	206	30	A	mm/dd/yyyy format (eg "File Create Date: 03/03/2003")	v1.3 - Changed data format, field length, and datatype. v1.6 - Changed format to request field description.
File create time	207	228	22	A	Constant value (eg "File Create Time: 1400")	v1.6 - Changed format to request field description.
Assessment Year	229	249	21	A	Constant value (eg "Assessment Year: 2002)	v1.6 - Changed format to request field description.
Pay Year	250	263	14	A	Constant value (eg "Pay Year: 2003")	v1.6 - Changed format to request field description.
Software Vendor Name	264	303	40	A	Constant value (eg "Software Vendor Name: ABC Vendor")	v1.3 - Changed label from Software Vendor Employed to Software Vendor Name. v1.6 - Changed format to request field description.
Software Package Name and Version	304	363	60	A	Constant value (eg "Software Package Name: ABC Assessor System Version 1.5)	v1.3 - Generalized Field - Removed 'CAMA System' and Removed following record for 'Tax System' v1.6 - Changed format to request field description.
Software Vendor Phone Number	364	411	48	A	Constant value (eg "Software Vendor Phone Number: 317-555-5555 ")	v1.6 - Changed format to request field description.
Software Vendor Email	412	459	48	A	Constant value (eg "Software Vendor Email: Help@ABCVendor.com ")	v1.6 - Changed format to request field description.
Transmission Description	460	559	100	A	Constant value (eg "Transmission Description: Preliminary Data Submission - Test ")	v1.6 - Changed format to request field description.

Property Tax File Structures

Oil and Gas Assessments

Version 2003A

Location Cost Multiplier			9	A	Constant value (eg "LCM: 1.01")	v1.2 - Added Location Cost Multiplier v1.6 - Changed format to request field description. V1.9 - Removed from Header Record in Tax Data Export - not applicable
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OIL AND GAS WELL ASSESSMENTS FILE (0 or many records per parcel) - Filename = OILGAS

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within the county.	v1.8 - Added comment.
Well Type	26	28	3	A	Field should include one of "OIL" or "GAS"	v1.9 - Added Well Type to allow communication of Oil or Gas Well
Lease	29	48	20	A		
Owner or Operator?	49	58	10	A		
Acreage	59	67	9	N	Format 5.4 eg: 510005020; Implied: 5100050.20	v1.6 - Modified format to match Article 12 v1.7 - Modified length. v1.9 - Modified length and format to support implied decimals
Barrels of Oil or MCM Gas in Storage	68	76	9	N	Format 7.2 eg: 001050050; Implied: 0010500.50	v1.6 - Modified format to match Article 12 v1.9 - Modified length and format to support implied decimals
Average Daily Production (Bbbls or MCM)	77	85	9	N	Format 7.2 eg: 001050050; Implied: 0010500.50	v1.6 - Modified format to match Article 12 v1.9 - Modified length and format to support implied decimals
Number of Producing Wells			4	N		v1.9 - Removed from Oil and Gas Well Assessments - Number of Wells can be determined through 1-to-many relationship

OIL AND GAS WELL ASSESSMENTS FILE (0 or 1 record per parcel) - Filename = OILGAS

Column	Start	End	Length	Type	Comments/Format	Version Changes
Parcel Number	1	25	25	A	Must be unique within the county.	v1.8 - Added comment.
Lease	26	45	20	A		
Owner or Operator?	46	55	10	A		
Acreage	56	64	9	N	Format 5.4 eg: 510005020; Implied: 5100050.20	v1.6 - Modified format to match Article 12 v1.7 - Modified length. v1.9 - Modified length and format to support implied decimals
Barrels of Oil or MCM Gas in Storage	65	73	9	N	Format 7.2 eg: 001050050; Implied: 0010500.50	v1.6 - Modified format to match Article 12 v1.9 - Modified length and format to support implied decimals
Average Daily Production (Bbbls or MCM)	74	82	9	N	Format 7.2 eg: 001050050; Implied: 0010500.50	v1.6 - Modified format to match Article 12 v1.9 - Modified length and format to support implied decimals

Property Tax File Structures

Oil and Gas Assessments

Version 2003A

Number of Producing Wells	83	86	4	N		
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TRAILER RECORD (appears once per file)

Column	Start	End	Length	Type	Comments/Format	Version Changes
Record ID	1	10	10	A	Constant value of "TRAILER "	
Total Record Count	11	30	20	N	Total number of records in the file excluding header and trailer records.	

Other Version 1. 3 Comments

- 1 Oil and Gas Assessments was modified to be a separate system export.

Other Version 1. 9 Comments

- 1 Modified Oil and Gas Well Assessments File to reflect a 1-to-many relationship. Previous file structure did not support having both oil and gas wells.